

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Payroll Specialist Position Description

LOCATION: Central Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 36

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Human Resources

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs intermediate technical work involving the processing, reconciling and maintenance of School Division payrolls or related records; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Processing and maintaining payroll, leave and benefits records;
- Creates and maintains employee's deduction files; computes and maintains attendance records.
- Assures compliance with the Fair Labor Standards Act regarding payment of overtime.
- Creates and uses query applications to generate reports extracting information necessary for reconciling benefit reports and preparing quarterly payroll and related reports.
- Reviews reports and edits for completeness and accuracy.
- Maintains payroll information for 941 and state reports; reconciles payroll information to VEC and labor reports; reconciles W-2 information to 941 and state reports; balances, processes and distributes W-2s.
- Maintains clerical and financial records.
- Downloads direct deposit payroll and transmits via internet; prepares and prints payroll checks and direct deposit vouchers for distribution.
- Prepares worksheets for federal and state deposits and submits via land line for payment; prepares Treasurer's disbursement form.

- Prepares, reviews and reconciles payments to the Virginia Retirement System.
- Develops office filing and record systems and oversees maintenance.
- Enforces Warren County School Board policy as it relates to employee benefits.
- Calculates disposable earnings for processing garnishments and levies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of payroll and bookkeeping terminology and methods. General knowledge of routine accounting principles and practices as related to the payroll process. Thorough knowledge of standard office procedures, practices and equipment. Ability to maintain complex financial and payroll records and to prepare financial reports accurately. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with associates and communicate effectively, both verbally and in writing. Ability to work with deadlines, under pressure and to manage multiple tasks. Ability to maintain an excellent customer focus and a high level of confidentiality.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in bookkeeping, accounting or related field and considerable experience involving the maintenance of payroll, financial or statistical records.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EVALUATION

The Director of Human Resources will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.